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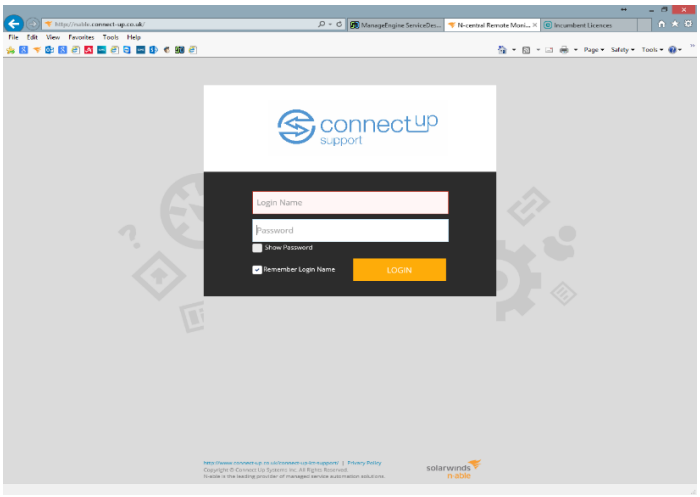
Step 1/

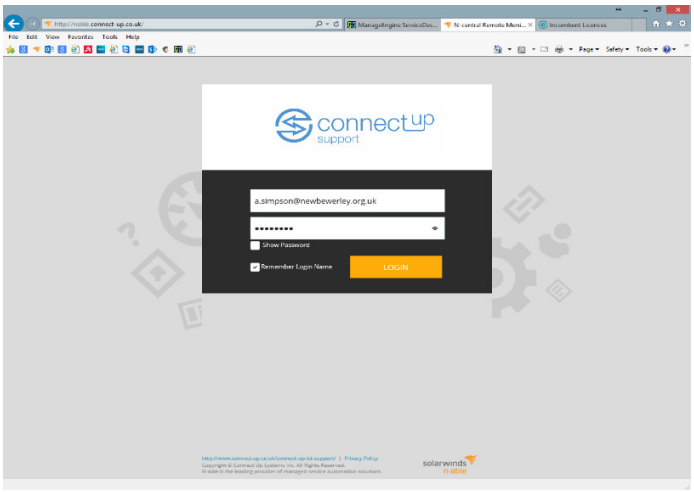
Open an internet browser window (can be either IE, Chrome or Safari)

Type **nable.connect-up.co.uk** in the address bar and press return.



Step 2/

Type in your nable username (normally your email address) and your password.



Note: If you have not received a username please complete the user request form via the following link:

Remote connection account request form

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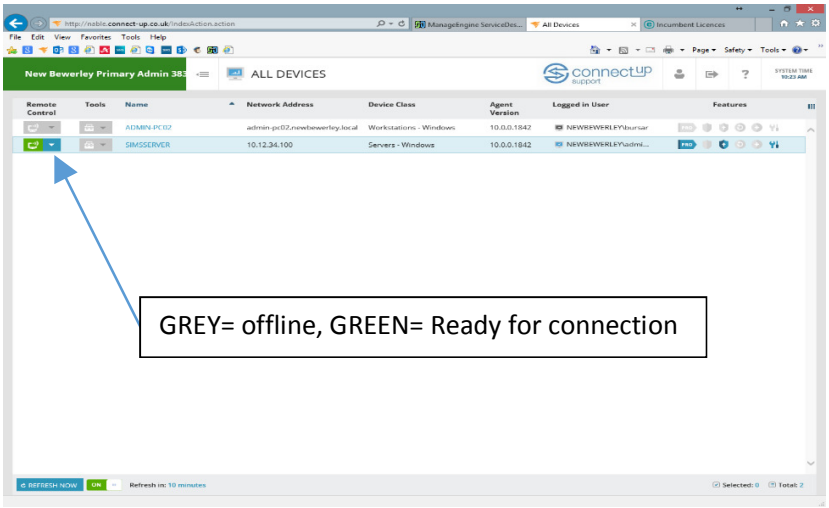
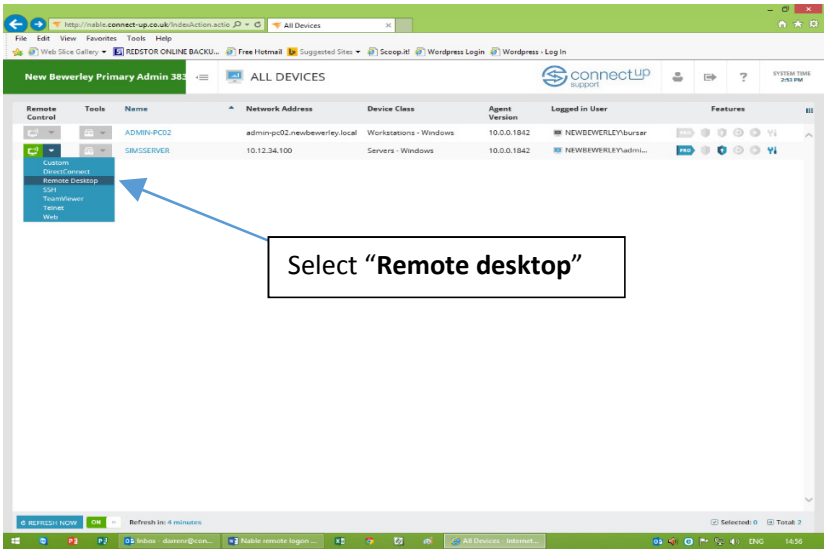
Step 3/

The main page shows the devices within your school which are available for remote connection.



Step 4/

Click on the down arrow next to the device you would like to remote to and select “Remote desktop”



Note: Remote desktop will lock your workstation back in school thereby preventing any other user viewing your work which is especially useful for remotely processing finance and personnel records.

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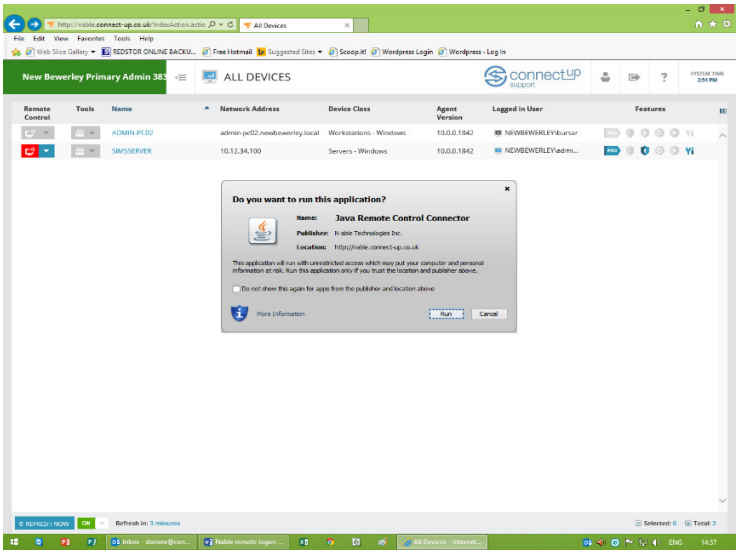
Step 5/

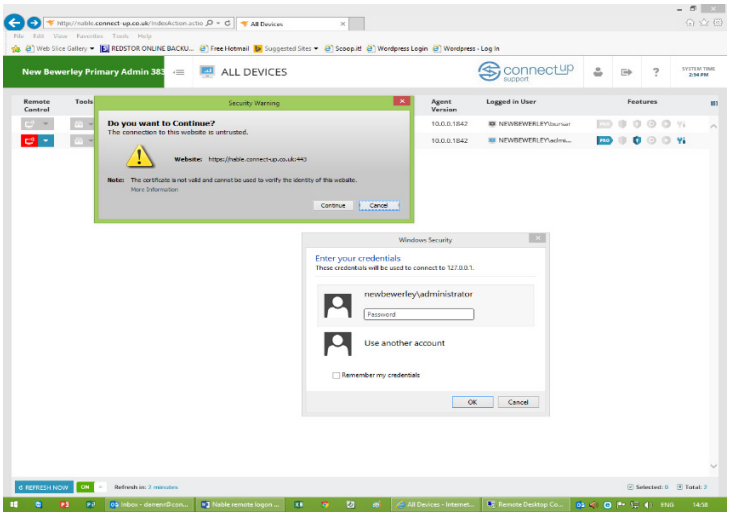
A message will appear requesting confirmation you would like to install the Java remote control connector you need to click RUN at this point.



Note: If you tick the box "**do not show this message**", this will automatically run and not prompt you on future connections.

Step 6/

A message will appear to say "this website is not trusted, would you like to continue", click **CONTINUE** at this point.



Note: If the username and password window does not pop up then please check your task bar at the bottom of your screen for a flashing **Remote Desktop** button click this to open the login window.

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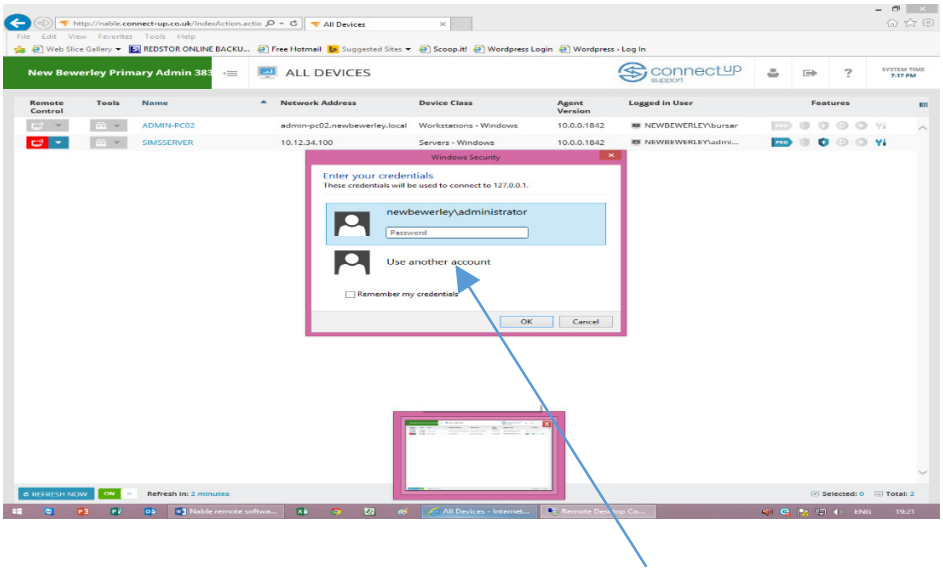
Step 7/

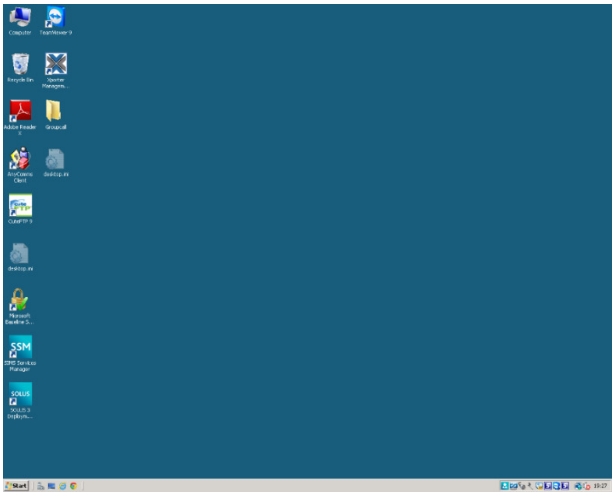
You will be prompted for a user name and password. These are the details you would enter when you log into your workstation within school.



If the username listed is not yours select "**use another account**"

Step 8/

Use your computer as if you are sitting at your desk in school. Your workstation will display a locked message thereby ensuring piece of mind when completing sensitive finance or personnel tasks.



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Step 9/

When you have finished with your remote connection simply logoff your computer via the start menu on the bottom left windows icon.

Note: Please ensure you **log off user** and not **shutdown** as this can cause considerable issues if you are remoting into the admin server.

Once logged off you will be returned to the Nable control screen, simply click on the log off icon to close the page.